



# Medford

Medford City Hall  
85 George P. Hassett Drive  
Medford, MA 02155  
Office of Human Resources, Room 204  
HR: 781.475.5640

**POSITION:**                    **Registered Sanitarian**

**DEPARTMENT:**            Health Department

**HOURS OF WORK:**        Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM. Evenings as required.

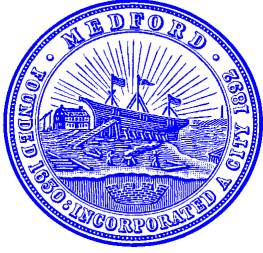
**SALARY:**                    CAF H-9 \$1,143.59 - \$1,275.74 Weekly (Union)

**BASIC FUNCTION:**

Performs Inspection and technical work in the enforcement and interpretation of applicable State and local City of Medford codes relating to sanitation, and environment/public health practices and principles. Provides advocacy for the protection and advancement of the public health and safety.

**RESPONSIBILITIES:**

- Conducts necessary public health inspections regarding food sanitation compliance at locations including markets, retail food stores, restaurants, catering food service vehicles, and bakeries.
- Conducts housing inspections for compliance with Chapter II of the Massachusetts Sanitary Code.
- Conducts environmental investigations of potential public health and safety problems, such as garbage, trash, pests, and sewage, and other potential public health violations, in response to complaints or observations.
- Responds to complaints; prepares reports of investigations and prepares materials for possible court action.
- Provides inspections and enforcement in compliance with state and local codes.
- Process permit applications in accordance with State Sanitary Code and Board of Health Regulations.
- Issues citations and makes appearance in court or at in-house Municipal Code hearings in cases of noncompliance with State Sanitary Code.
- Prepares required reports in compliance with state requirements to ensure that the Board of Health has sufficient documentation and assists in maintaining department files and information.
- Drafts enforcement orders to responsible parties and assists with necessary legal action.
- Conducts environmental investigations of swimming pools, bathing beaches and air and noise pollution complaints.
- Reviews plans for construction of septic systems, pursuant to Title V.



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- Provides educational seminars to food establishments and other related businesses as necessary.
- Reviews plans for new restaurants, tanning salons, swimming pools, Body Art establishments and other related businesses.
- Assists in developing proposed new bylaws and regulations dealing with environmental and public health concerns.
- Reviews bacteriology reports and reviews water quality reports at least weekly for recreational waters during the bathing season between Memorial Day and Labor Day.
- Prepares guides and other public information materials to inform the public and interested parties of the various regulations.
- Maintains knowledge and expertise of new developments in the fields of environmental and public health.
- Performs other related duties as required.

## **EDUCATION & EXPERIENCE:**

Bachelor's Degree in public health or related field with emphasis on environmental health. Applicants must have at least three (3) years of technical or professional experience in field of inspectional, sanitary, or environmental health code enforcement or an equivalent combination of education and experiences.

## **LICENSE:**

Registration by the Massachusetts Board of Registration of Sanitarians is preferred or commitment to obtain within one year.

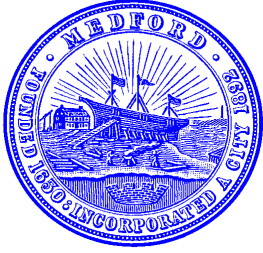
MA State driver's license.

## **KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge:** Thorough knowledge of State Sanitary Code and working knowledge of other laws, rules and regulations pertaining to public health and sanitation. Working knowledge of environmental and public health principles, practices, procedures, and techniques.

**Skills:** Familiarity with Microsoft Office Software applications such as Word, Excel, and Outlook. Must be proficient in the use of equipment typically used to provide inspectional services.

**Abilities:** Ability to enforce and interpret regulations to the public firmly, tactfully, and impartially. Ability to communicate effectively, orally and in writing to translate technical knowledge into layperson's terms. Ability to maintain complete and accurate inspection records and to prepare



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reports in compliance with state regulations. Ability to operate a keyboard, computer, telephone, and standard office equipment.

**ADDRESS ALL COVER LETTERS AND RESUMES TO  
Human Resources Department  
City of Medford – Room 204  
85 George P. Hasset Drive  
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to  
[jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

**The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable law. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.**